



TENNESSEE DEPARTMENT OF AGRICULTURE NONPOINT SOURCE PROGRAM REQUEST FOR PROPOSALS FY 2004

The Tennessee Department of Agriculture Nonpoint Source Program, TDA-NPS, is seeking project proposals for funding with grants provided under section 319(h) of the Clean Water Act.

Who Can Apply?

Local governments, interstate and intrastate agencies, public and private nonprofit organizations and institutions, and agencies of state government are eligible to apply.

Deadline for Submittal of Proposals

The deadline for submittal is: July 1, 2003

TDA-NPS Priorities

The highest priority for funding are projects that target waters of the state assessed as impaired from nonpoint source (NPS) pollution and published in either the 303(d) List or the 305(b) Report by the Tennessee Department of Environment and Conservation (<http://www.state.tn.us/environment/wpc/publications/>). The project's objective would be to identify the specific sources of NPS pollution and seek to eliminate them so that the water would fully support its designated uses. Preference is given to projects targeting small watersheds, where measurable water quality improvements are most likely after the project is completed.

NPS education is also a priority of the program and all proposals are encouraged to have an educational component. Educational projects that seek to increase the awareness of the citizens of Tennessee about the sources of NPS will be considered.

Projects that involve training programs targeted at a specific group that have as a goal to raise the level of expertise about NPS solutions, or to affect management decisions to reduce NPS impacts will be considered.

Evaluation Criteria

These proposed projects are evaluated as to how each one conforms to the TDA-NPS Goals and Objectives, with project evaluation criteria, and with applicable EPA Grant Guidance. Refer to Attachment A for a listing.

Project Match

The maximum percentage of the total project cost supplied by the grant is normally 60 percent. The remaining 40% match can be from any non-federal source or through in-kind services. In order to determine the amount of match required, multiply the amount of grant funds requested by 0.6667. This product is the minimum 40% match. The total project cost will be the sum of the grant funds requested plus the calculated match value. The budget table must list the source of the matching funds. As mentioned previously, federal funds or in-kind services from a federal source cannot be used as match. Associated federal projects may be described in the work plan, but must clearly be delineated as such.

Reimbursement

This grant program is managed through a reimbursement process, which means that expenses must be incurred on the project prior to grant funds being disbursed.

Proposal Process

Refer to Attachment C for an example work plan outline that the potential grantee will return to TDA-NPS for review and consideration. In general, a project work plan includes a detailed description of the plan-of-work, outputs, milestones, budget, etc., specific to the project.

The preferred method of transmittal of work plans is through electronic mail. If email is not available, please mail a copy of the proposal to the address listed below. If the document was created in an electronic format i.e. MS Word, Word Perfect or any ASCII format, please include a diskette with the electronic version of the proposal.

The mailing address is:

TDA, Nonpoint Source Program
Ellington Agricultural Center
P.O. Box 40627
Nashville, TN 37204

The email address is:

John.McClurkan@state.tn.us

If help is needed, or there are questions, please call John McClurkan at 615-837-5495 or by fax at 615-837-5025.

Miscellaneous

- The maximum allowable indirect cost rate, funded by 319(h), is 20% of the direct cost line items. See p. 9 for more budget details.
- Any project that includes Geographic Information Systems (GIS) development should conform to standards explained at the following Internet address:

<http://www.fgdc.gov/publications/publications.html>

- For additional information, please review “Planning and Managing a Successful Nonpoint Source Pollution Control Project”, which is a guidance document prepared by North Carolina State Water Quality Group and is available from the North Carolina Cooperative Extension Service at the following Internet address:

<http://h2osparc.wq.ncsu.edu/brochures/two.html>

Enclosed are the following guides:

Attachment A: Criteria for Project Selection/ TDA-NPS Long Term Goals

Attachment B: List of Nonpoint Source Pollutant Categories

Attachment C: Final Work Plan Outline

ATTACHMENT A

CRITERIA FOR PROJECT SELECTION FY 2004

1. The Tennessee Department of Environment and Conservation (TDEC) has included the project watershed on the 303(d) List or in the 305(b) Report as being impaired because of nonpoint source pollution. The project's goal is to remove the nonpoint source impairments from the watershed.
2. The project assists TDA-NPS in meeting its goals and objectives.
3. The project is a component of a larger, multi-agency work that leverages funds from several sources to accomplish an objective that conforms to the goals of TDA-NPS.
4. The project manager or institution has demonstrated capabilities of effective grant management and successful project implementation.
5. Project proposal was submitted by deadline: FY 2004 deadline is **July 1, 2003**.

LONG TERM GOALS OF TDA-NPS

Long Term Goal 1. Hold regularly scheduled meetings with stakeholders, to create new partnerships, strengthen existing partnerships and to foster greater trust, commitment and accountability.

Long Term Goal 2. Fully implement all developed TMDLs for nonpoint sources in compliance with existing regulations, policies, or agreements by 2015.

Long Term Goal 3. Restore all waters impaired by nonpoint sources that are listed on the 2002 303(d) List to the condition of fully supporting their designated uses by 2015, in cooperation with local, state and federal partners.

Long Term Goal 4. Beginning in 2006, through regulatory and non-regulatory means, prevent previously unlisted waters from being included on the 303(d) List because of nonpoint source impairments.

Long Term Goal 5. Improve the knowledge of stakeholders and citizens concerning the origins, magnitude, and prevention of nonpoint source pollution.

Long Term Goal 6. Through the process of continuous improvement, routinely assess all programmatic functions of the TDA-NPS Program in order to maximize efficiency, decrease the bureaucratic burden and increase the numbers of participants in the program.

Long Term Goal 7. Use the maximum allowable percentage of funding annually to assist partners with water quality monitoring and assessment, for the duration of the 319 program.

ATTACHMENT B

NONPOINT SOURCE POLLUTANT CATEGORIES

Agriculture

Non-irrigated crop production
Irrigated crop production
Specialty crop production (e.g., truck farming and orchards)
Pasture land
Livestock feedlots

Aquaculture
Manure lagoons

Silviculture (Forestry)

Harvesting and reforestation
Forest management
Logging road construction and maintenance
Flow regulation

Construction

Bridge construction
Highways and bridges
Land development

Resource Extraction

Surface mining
Subsurface mining
Placer mining
Dredge mining
Petroleum activities
Mill tailings
Mine tailings

Land Disposal

Sludge
Wastewater
Landfills

Industrial land treatment
Onsite wastewater systems (septic tanks, etc.)

Hydrologic or Habitat Modification

Channelization
Dredging
Impoundments
Vegetation removal
Streambank modification or destabilization
Draining or filling of wetlands

Other

Atmospheric deposition
Highway maintenance
Recreational activities

ATTACHMENT C

TDA-NPS FY-2004 WORK PLAN

NAME OF PROJECT:

Clear Creek Protection Project

LEAD ORGANIZATION:

List the name of your organization.

COOPERATING ORGANIZATIONS:

List the affiliated organizations and clearly describe how each will contribute. Cooperating organizations need to be contacted before submittal of the work plan and agree to partner on this project with significant money, time or material.

REQUIRED PROJECT ABSTRACT:

The purpose of the abstract is to streamline reporting requirements to EPA, through their Grants Reporting and Tracking System. The abstract should be no more than two or three paragraphs in length. Provide in the project abstract a response to the following six items:

1. **Name of Lead Agency.**
2. **Project Location.**
3. **Project Objective.**
4. **Introduction.**
5. **Outputs.**
6. **Expected Outcomes.**

PROJECT OBJECTIVE:

Include a statement that tells specifically what the project will seek to accomplish.

Example: This project will seek to identify and remediate nonpoint source impairments in the Clear Creek Watershed, in order to restore it to the condition of fully supporting its designated uses.

TDA-NPS LONG TERM GOALS SUPPORTED:

Specific long term goals from the Tennessee Program Management Document must be identified as the goals of the project. For a listing of the goals, go to the Executive Summary section of the Program Management Document at the following Internet address:
<http://www.state.tn.us/agriculture/nps/npsdoc/index.html>

PROJECT LOCATION:

The following information is required:

1. List the name of the watershed where the project is located.
2. List the names of impaired waterbodies from the 303(d) List or the 305(b) Report that are part of the project area.

3. Provide the waterbody segment numbers, from the 303(d) List or the 305(b) Report.
4. If the project is planned at one specific location, provide the latitude and longitude coordinates for the project location.

PROJECT LEADER(S) EXPERIENCE:

Provide brief background information concerning the experience and qualifications of the project leaders.

INTRODUCTION:

Provide a short history of the project, including such things as previous studies, work performed by other organizations, or past citizen involvement. Include a brief discussion of important characteristics of the project area, such as soil types, number of acres in the project area, known problem areas, benefits to endangered species, likelihood for continued interest after the contract is completed, etc.

PROJECT IMPLEMENTATION:

Provide a general start to finish description of how the project will be conducted. This should serve as the basis for establishing the timeline and milestones for the project.

MILESTONES:

Milestones are basically the estimated completion dates for the major components of the project, such as BMPs, publications, videos, maps, meetings, field days, etc. A timeline is required for all projects.

Examples of Typical Milestones:

Within one month of the contract start date, 2 public meetings will be held.

Within six months of the contract start date, 15 BMPs will be installed.

12 facilitated public meetings will be conducted by the contract expiration date.

Standard Milestone:

The following milestone is included in every project.

Submit Progress and Close-Out Reports as specified in the contract.

MEASURES OF SUCCESS:

Measures of success are the processes used to enable project leaders, TDA-NPS, EPA, and the general public to determine whether the objectives were successfully achieved.

Examples:

1. Statistically significant improvements in chemical, biological, or physical parameters, such as an increase in fish or macroinvertebrate populations, improved riparian areas, or other measures of habitat.
2. Prevention of new impairments, such as the number of river miles removed from the "threatened" lists, or the number of miles of high quality waters protected.
3. Reductions in pollutant loadings, by mass or percentage.
4. Pre-and post test results at educational events showing that the knowledge of the participants increased with respect to nonpoint source information.
5. Number of stream miles that have been improved to the level of fully supporting all designated uses.

PROJECT BUDGET TABLES:

A budget must be completed before the proposal can be considered by TDA-NPS. See example budget on the next page. Budget instructions follow the example budget.

TDA-NPS 319 _____%

MATCH _____%

Is this a multi-year project? ☐ Yes ☐ No

Have you requested sufficient funds to complete the project? (assuming funds requested herein are provided) ☐ Yes ☐ No

List Sources of Match:

GRANT BUDGET (Example)

GRANTEE: County Soil Conservation District

PROGRAM AREA: 319(h) Nonpoint Source

Refer to Department of Finance and Administration Policy 03, Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A for further definition of each expense object line-item in the model budget format. Policy 03 can be found on the Internet at: <http://www.state.tn.us/finance/rds/ocr/policy03.pdf>

THE FOLLOWING IS APPLICABLE TO EXPENSE INCURRED IN THE PERIOD: 7/15/2004 through 7/15/2009

POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY (detail schedule(s) attached as applicable)	GRANT CONTRACT	GRANTEE MATCH (participation)	TOTAL PROJECT
3	Total Personnel Salaries Benefits & Payroll Taxes	5,700.00	5,700.00	11,400.00
4, 15	Professional Fee/Grant & Award (detail attached) Technical Assistance BMP Implementation	23,175	7,725.00	30,900.00
5 6 7 8 9 10	Non-Personnel Supplies Telephone Postage & Shipping Occupancy Equipment Rental & Maintenance Printing & Publications	700.00	700.00	1,400
11, 12	Travel/Conferences & Meetings			
13	Interest	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance To Individuals	0.00	0.00	0.00
17	Depreciation	0.00	0.00	0.00
18	Other Non-Personnel	0.00	0.00	0.00
20	Capital Purchase	0.00	0.00	0.00
22	Indirect Cost (20% 319(h) max.)	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
25	GRAND TOTAL	29,575.00	14,125.00	\$43,700.00

LINE-ITEM DETAIL FOR: Professional Fee/ Grant & Award (Technical Assistance & BMP's)	AMOUNT
<i>Agricultural Technician @ \$15 per hour @ 160 hours</i>	<i>2,400.00</i>
<i>Alternative Watering Systems, 4 @ \$2,000/system</i>	<i>8,000.00</i>
<i>Forested Riparian Buffers, 3,000 feet @ \$1.00/foot</i>	<i>3,000.00</i>
<i>Stream Crossing Access, 2 @ \$2,000</i>	<i>4,000.00</i>
<i>Pasture Planting, 50 acres @ \$90/acre</i>	<i>4,500.00</i>
<i>Streambank Stabilization, Rock, 100 feet @ \$50/foot</i>	<i>5,000.00</i>
<i>Streambank Stabilization, Bioengineering, 200 feet @ \$12/foot</i>	<i>2,400.00</i>
<i>HUA Protection for Nutrient Runoff Mgm., 200 square yards @ \$8/square yard</i>	<i>1,600.00</i>
TOTAL	\$30,900.00

<i>LINE-ITEM DETAIL FOR: CAPITAL PURCHASE (Land & Equipment)</i>	<i>AMOUNT</i>
TOTAL	

GRANT BUDGET INSTRUCTIONS

We are required by the Department of Finance and Administration to use the model budget format.

All line-items are required— In line-items that WILL be funded, replace the zeros (“0.00”) and example amounts associated with each line-item as appropriate. If a line-item will NOT be funded, leave or add the associated, “0.00” dollar amount.

PERSONNEL line-items— “Salaries”; and “Benefits & Payroll Taxes”— may be combined into one line-item with one total as follows:

3	Total Personnel	0.00	0.00	0.00
	Salaries			
	Benefits & Payroll Taxes			

NON-PERSONNEL line-items— “Supplies”; “Telephone; Postage & Shipping”; “Occupancy”; “Equipment Rental & Maintenance”; “Printing & Publications”;— may be combined into one line-item with one total as follows:

	Non-Personnel	0.00	0.00	0.00
5	Supplies			
6	Telephone			
7	Postage & Shipping			
8	Occupancy			
9	Equipment Rental & Maintenance			
10	Printing & Publications			

“PROFESSIONAL FEE/ GRANT & AWARD” line-item— DETAIL REQUIRED—If this line-item is funded, attach to the grant budget a schedule providing specific, back-up detail and reference the detail schedule in the line-item (use the line-item detail model as appropriate). **Technical Assistance & BMP’s fall under this line item.**

“INTEREST” line-item— DETAIL REQUIRED— If this line-item is funded, attach to the grant budget a schedule providing specific, back-up detail and reference the detail schedule in the line-item (use the line-item detail model as appropriate).

“DEPRECIATION” line-item— DETAIL REQUIRED— If this line-item is funded, attach to the grant budget a schedule providing specific, back-up detail and reference the detail schedule in the line-item (use the line-item detail model as appropriate).

“OTHER NON-PERSONNEL” line-item— DETAIL REQUIRED— If this line-item is funded, attach to the grant budget a schedule providing specific, back-up detail and reference the detail schedule in the line-item (use the line-item detail model as appropriate).

“CAPITAL PURCHASE” line-item— DETAIL REQUIRED— If this line-item is funded, attach to the grant budget a schedule providing specific, back-up detail and reference the detail schedule in the line-item (use the line-item detail model as appropriate). Land & equipment fall under this line item. “Equipment” shall be defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.00.

“INDIRECT COST” (ADMINISTRATIVE COST) line-item— Add percentage associated with this line-item (20% maximum).

“TOTAL” line-item— The Grant Contract column total MUST equal the maximum liability of the Grant.

DETAIL INFORMATION— The attachment of detail information for some line-items is required (as instructed above). It is optional to add detail information to further define ANY line-item by attaching to the grant budget a schedule providing specific, back-up detail and referencing the detail schedule in the subject line-item (use the line-item detail model as appropriate).

Delete the reference, “[detail attached]” in each line-item:

- that is NOT funded; and

Add the reference, “[detail attached]” in each line-item:

- that is funded and for which detail is required

For more information on the description of each line item, see pages 11-16 at www.state.tn.us/finance/rds/ocr/policy03.pdf